


**M e m o r a n d u m**

Date: July 15, 2010

To: Special Projects Section   
Attention: Commander ~~R.~~ M. Nannini

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Office of Inspector General

File No.: 010.13424.11626.010

Subject: 2010 COMMAND PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Special Projects Section was conducted on September 17, 2009. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that the departmental inventory records are complete and accurate, your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on April 14 - 21, 2010. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 135 items (a). The statistically-valid sample at a 95 percent confidence level  $\pm$  5 percent error rate provided a total stratified sample size of 44 items when rounded up to the next whole number (d).

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
<b>ICU Decals</b>	117	86.67%	37.27	38
<b>Telecommunications</b>	9	6.67%	2.87	3
<b>Fleet</b>	0	0.00%	0.00	0
<b>Weapons</b>	9	6.67%	2.87	3
<b>Total</b>	135			44

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 42 of the 44 items were located. Two items were transferred out of the command. One of the 42 items, a Global Positioning Satellite (GPS) receiver, requires a correction to the property record in order to add a serial number. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, 18 of the 19 items reconciled. One item, a GPS receiver, requires a correction to the property record in order to add a serial number. The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment A.

I request your command research and investigate the minor discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspector General through your respective Division by October 19, 2010.

In accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the California Highway Patrol's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

Special Projects Section  
Page 3  
July 15, 2010

The Office of Inspector General would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.



E. SANCHEZ, Captain  
Interim Inspector General

Attachments

cc: Office of Assistant Commissioner, Staff  
Enforcement and Planning Division  
Fiscal Management Section  
Office of Inspector General, Audits Unit

# ATTACHMENT A

**CALIFORNIA HIGHWAY PATROL  
OFFICE OF INSPECTOR GENERAL, AUDITS UNIT  
PROPERTY INSPECTION DISCREPANCY REPORT  
Special Projects Section (063)**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
Video Recorder	120893				X		CHP 266, 10-27-09, to 076
Laptop Gateway	125841				X		CHP 266, 10-27-09, to 076
GPS Receiver	162569			X			Add serial number to database
GPS Receiver	162570			X			Add serial number to database

# ATTACHMENT B

**CALIFORNIA HIGHWAY PATROL  
2010 ICU PROPERTY INSPECTION REPORT  
SPECIAL PROJECTS SECTION (063)**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
<b>PROPERTY INSPECTION LIST TO EQUIPMENT</b>								
1 120893	VIDEO RECORDER	FIAA26819				X		CHP 266, 10-27-09, to 076
2 125636	TV/VCR COMBO	C1AA43594	X					
3 125765	LAPTOP GATEWAY SOLO 1450 #052H1076	0028355324	X					
4 125841	LAPTOP GATEWAY DS 400X #052H2013	0028536152				X		CHP 266, 10-27-09, to 076
5 125985	SCANNER	CN294T50C5	X					
6 129847	PRINTER LASERJET 4200N	CNBX302732	X					
7 131213	DIGITAL CAMERA	357496	X					
8 138340	RECORDER		X					
9 140495	COMPUTER	2UA6151611	X					
10 140698	COMPUTER	2UA6260068	X					
11 140726	LAPTOP	LVP1332	X					
12 140735	PROJECTOR, LCD		X					
13 140757	COMPUTER	2UA637018W	X					
14 140797	BINDER	16223	X					
15 140800	PRINTER	JPLLC08946	X					
16 140878	PRINTER	CNYBF38202	X					
17 140908	PROJECTOR DLP	26553810	X					
18 140924	PROJECTOR		X					
19 144666	COPIER,IMAGISTICS B&W/COLOR	6110215	X					
20 157724	COMPUTER	2UA8060CQF	X					
21 157853	COMPUTER	2UA8080XTC	X					
22 157855	COMPUTER	2UA8080XTM	X					
23 160778	COMPUTER	MXL8231B2C	X					

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

## ATTACHMENT B

SPECIAL PROJECTS SECTION (000)								
ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
24 160961	SCANNER	CN821A0316	X					
25 162108	DVD TOWER DUPLICATOR	63124321	X					
26 162249	PROJECTOR DLP	Q89N820AAAAAC0578	X					
27 162293	COMPUTER	MXL8371F12	X					
28 162402	COMPUTER	MXL8480GCD	X					
29 162403	COMPUTER	MXL8480GCF	X					
30 162407	COMPUTER	MXL8480GCK	X					
31 162568	GPS RECEIVER		X					
32 162569	GPS RECEIVER							X Add serial number to database
33 164670	COMPUTER	MXL8330JJN	X					
34 164672	COMPUTER	MXL8330JDY	X					
35 164678	COMPUTER	MXL8330JJT	X					
36 166341	PRINTER	CNHC71Y1KH	X					
37 77650	PEARLCORDER/L200 MICROCASSETTE RECORDER	213448	X					
38 XCW001	PRINTER LARGE FORMAT		X					

### LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION



**CALIFORNIA HIGHWAY PATROL  
2010 ICU PROPERTY INSPECTION REPORT  
SPECIAL PROJECTS SECTION (063)**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
<b>EQUIPMENT TO INVENTORY LIST</b>								
1 116998	CAMERA DIGITAL ZOOM		X					
2 125839	PROJECTOR		X					
3 125842	LAPTOP GATEWAY DS 400X #052H2013	0028536151	X					
4 125978	LAPTOP	0029284451	X					
5 125979	LAPTOP	0029284450	X					
6 131008	LAPTOP GATEWAY 400X #052H2024	0029579528	X					
7 138338	RECORDER		X					
8 138341	RECORDER		X					
9 139434	LAPTOP PORTEGE M200 #052H4029	X4015950H	X					
10 140703	DIGITAL CAMERA	2523615009	X					
11 140774	PRINTER	CNGXF95515	X					
12 140879	CAMERA	1320828717	X					
13 140917	DIGITAL SLR CAMERA	3191546	X					
14 144337	DIGITAL CAMERA W/CASE	3584580	X					
15 162250	PROJECTOR DLP	Q89N820AAAAAC0588	X					
16 162570	GPS RECEIVER						X	Add serial number to database

**LEGEND**

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

# ATTACHMENT C

**CALIFORNIA HIGHWAY PATROL  
2010 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT  
SPECIAL PROJECTS SECTION (063)**

ATTACHMENT C

ASSET #	DESCRIPTION	VEHICLE/MISC.	MISC.	SERIAL #	Y	N	A	T	C	OTHER
<b>PROPERTY INSPECTION LIST TO EQUIPMENT</b>										
1	R61544	Hand-Held Radio	12880	MM 09-107	402AWUF200	X				
2	R64611	Hand-Held Radio	17509	MM 09-107	402AWY7399	X				
3	R69366	Hand-Held Radio	16380	MM 09-107	402AXE8043	X				
<b>EQUIPMENT TO INVENTORY LIST</b>										
1	R61214	Hand-Held Radio	15076	MM 09-107	402AWUG366	X				
2	R61340	Hand-Held Radio	14866	MM 09-107	402AWUF267	X				
3	R61397	Hand-Held Radio	13508	MM 09-107	402AWUG404	X				

**LEGEND**

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

# ATTACHMENT D

This section is blank

# ATTACHMENT E

Department of California Highway Patrol  
Complete Area Inventory  
063 - Special Projects Section

ATTACHMENT E  
March 17, 2010

Officer Issued Weapons

(201) Issued to officer

<u>ID#</u>	<u>Last Name</u>	<u>First Name</u>	<u>Ser#</u>	<u>Control#</u>	<u>Comments</u>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	

Issued to officer:

Officer Issued Weapons Total:

Area Grand Total:

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

# SUPPORTING DOCUMENTATION

BS0898

☒ Return   ☐ Repair   ☐ Transfer  
☐ Loan, return by: \_\_\_\_\_

**EQUIPMENT**  
MAJOR, MINOR, SENSITIVE, COMPUTER, TELECOMMUNICATIONS, ETC.

**Destroy Previous Editions**



☐ Return   ☐ Repair   ☐ Transfer  
☒ Loan, return by: \_\_\_\_\_

DATE \_\_\_\_\_

3/1/10

NUMBER BOXES/PIECES IN THIS SHIPMENT

041

SHIPPED VIA

DRIVER'S SIGNATURE \_\_\_\_\_

☐ SSU truck    ☒ Other (specify): hand carried

**MAJOR, MINOR, SENSITIVE, COMPUTER, TELECOMMUNICATIONS, ETC.**

**Destroy Previous Editions**